



GAIL FARBER, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE

REFER TO FILE: ITDSA-0

February 12, 2013

TO: Each Supervisor
FROM: Gail Farber
Director of Public Works

NOTICE OF INTENT TO INCREASE MAXIMUM WORK AMOUNT OF AN INFORMATION TECHNOLOGY SUPPORT SERVICES MASTER AGREEMENT WORK ORDER NO. 04-2300 FOR CONTINUED WEB PROGRAMMING SERVICES

This memo is to notify your Board of our intent to request the Internal Services Department (ISD) to increase the maximum work order amount of Information Technology Support Services Master Agreement (ITSSMA) Work Order 04-2300 with 3DI Systems (Contractor) from \$299,999 to \$450,000. In accordance with ITSSMA guidelines, prior Board notice is required for projects that will exceed \$300,000. This increase will extend the Contractor to September 30, 2013 (ISD's ITSSMA contract end/renewal date), and we anticipate the additional funds will be sufficient to complete necessary web programming work by May 2014.

BACKGROUND

This time and materials Work Order was competitively bid and awarded in April 2010 and has a current end date of March 14, 2013. The Work Order was awarded to assist the Department of Public Works (Public Works) with all the tasks necessary to maintain its existing web applications, as well as developing new ones. The tasks include: requirements gathering; system and database design, development, and testing; system conversions; support; technical troubleshooting; knowledge transfer; and documentation. Under this Work Order, the Contractor has performed the following tasks in the context of various projects.

- Tasks of: requirements gathering; system and database design, development, and testing; support; technical troubleshooting; knowledge transfer; and documentation were performed on:

- Risk Management Dashboard and Reporting System – raises awareness of claims & litigation trends and risk factors and helps reduce exposure to liability costs.
- An Android version of “The Works” – an iPhone application that allows County residents to report issues and locate services.
- Online Acknowledgement System – tracks review and acknowledgment of forms.
- Graffiti Abatement Referral System – online graffiti reporting system.
- Several Human Resources Division (HRD) applications including Position Status Reports, Public Works Personnel Database, MyProfile, Cal/OSHA Log, and eYellow.
- Designed and documented new database views and functions to enable existing Public Works applications and reports to consume County eHR extract data. Modified Public Works applications where necessary.
- Researched and conducted knowledge transfer on the technical aspects of Microsoft .NET chart controls and JQuery.

SCOPE OF WORK

Under this increase, the Contractor will continue to perform the tasks identified in the original Statement of Work to assist Public Works with the following projects:

- Complete development and implementation of the Android version of “The Works.”
- Complete design and develop reports to supplement core eHR reports.
- Convert and migrate additional HRD applications to County Systems and Subsystems: Personnel Action Request, Leave Request, Mileage Authorization and Reimbursement System, Performance Management, etc.
 - Update documentation of these applications to ensure critical business requirements continue to be met, review information on the new County systems, and design solutions to facilitate the transition.

JUSTIFICATION

Public Works is in need of the Contractor's services to assist with developing and maintaining mission critical tools to provide services to constituents, increase efficiency, and decrease risk. Given the Contractor's extensive fluency in .NET programming and his knowledge of the above mentioned systems, retaining the Contractor through this increase will ensure uninterrupted and continuous progress towards completing these systems and meeting Public Works and County objectives. Further, this action supports cost-efficiency efforts by avoiding significant costs of securing and orienting a new

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programming contractor to complete these tasks. We have begun discussions with ISD on possibly augmenting our programming resources in the event our needs extend beyond May 2014.

FISCAL IMPACT

The Contractor's hourly rate will remain the same. Sufficient funds are available in the Fiscal Year 2013-14 Internal Service Fund (ISF) Budget to cover the cost of the impending application development work. There will be no impact on net County costs.

NOTIFICATION TIMELINE

Consistent with ITSSMA policy and procedures, we are hereby informing your Board of our intent to request an Amendment to the existing Work Order. If no objection is received from your Board within ten (10) business days of your receipt of this Board Notification, we will request ISD to proceed with the Work Order Amendment.

If you have any questions, please contact me or your staff may contact Isaac Gindi at (626) 458-4107.

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cc: Chief Executive Office
Chief Information Office
County Counsel



Richard Sanchez
Chief Information Officer
Noted and Approved